WWW.SURVIVALEBOOKS.COM

SECTION III. PRESENTATION

B. **ELO 2:** **Manage Maintenance Records and Forms**

Action:	Manage maintenance records and forms.
Conditions:	In a classroom, given a requirement to manage maintenance records and forms, a current maintenance management update, ULLS-G, an end user manual, an operator/supervisor (POI) manual, a pen, and a pencil
Standards:	Generate, maintain, close out, and determine the disposition of maintenance records and forms IAW the current maintenance management, and an end user manual.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

None

References Required

Number	Title	Date	Additional Information
DA Pam 738-750	Functional User's Manual for The Army Maintenance Management System (TAMMS)	Aug 94	Current Maintenance Management Update
ADSM-18-L3N-ZTH-EUM	End User's Manual	Dec 95	
	ULLS-G Operator/Supervisor Program of Instruction (POI) Manual	Jan 97	

WWW.SURVIVALEBOOKS.COM

MANAGE MAINTENANCE RECORDS AND FORMS

Student Study Assignments

Read Chapter 3, Section 2, Page 16, in DA Pam 738-750.
Read Chapter 12, Section 17, Page 155, in DA Pam 738-750.
Read Figure 12-12, Page 171, in DA Pam 738-750.
Read Chapter 12, Section 14, Page 154, in DA Pam 738-750.
Read Chapter 4, in DA Pam 738-750.

Equipment Required

- Overhead projector and screen
- ULLS-G

Materials Required

Instructor Materials

- DA Pam 738-750
- ADSM-18-L3N-ZTH-EUM
- ULLS-G Operator/Supervisor POI Manual
- B03 TSP
- VGTs

Student Materials

- DA Pam 738-750
- ADSM-18-L3N-ZTH-EUM
- ULLS-G Operator/Supervisor POI Manual
- Student guides
- Pens or pencils

Instructional Guidance

Before presenting this lesson,

a. Ensure classroom is available and ready for training.
b. Ensure overhead projector, screen, and VGTs are on hand.
c. Ensure all materials are on hand and in quantities needed.
d. Read and understand B03 TSP prior to conducting training.
e. Ensure equipment is available and on site.

WWW.SURVIVALEBOOKS.COM

MANAGE MAINTENANCE RECORDS AND FORMS

Instructional Lead-In

Inform the students of the Enabling Learning Objective (ELO) requirements. State the complete action, conditions, standards, safety, risk assessment level, and environmental considerations. Discuss the importance of being able to properly manage maintenance records and forms, and explain that units operating under the ULLS will use printouts or automated reports in place of the manual forms. Units that are not automated will maintain manual forms.

NOTE: Show VGT #10

NOTE: Introduce the lesson topics to be discussed.

a. Description of Maintenance Records and Forms
b. ULLS-G
c. ULLS Generated Records and Forms
d. Purpose and Procedures for Maintaining, Closing Out, and the Disposition of Maintenance Records and Forms

Learning Activity: #1 Explain the maintenance records and forms.

	AC	RC
Method of instruction:	CO	CO
Instructor-to-student ratio:	1:16	1:8
Time of instruction:	1.0	1.0
Media:	Student guides, VGTs	Student guides, VGTs

1. Description of Maintenance Records and Forms

NOTE: Show VGT #11

a. Maintenance records control schedules and services, inspections, and repair workloads; and are used to report, ask for, and record repair work.

b. They help keep up with the status of equipment for readiness, warranty, equipment and use and logistics reports.

2. ULLS

NOTE: Inform students the ULLS does the same functions and operations for maintenance records and forms as it does for operational records and forms.

3. ULLS Generated Records and Forms

NOTE: Inform students that the following records and forms, with the exception of the DA Form 2402, DA Form 2404, DA Form 2408-14, and the DD Form 314 are generated using the ULLS-G. These records and forms will be used in the practical exercises and the performance evaluation.

WWW.SURVIVALEBOOKS.COM

MANAGE MAINTENANCE RECORDS AND FORMS

WWW.SURVIVALEBOOKS.COM

MANAGE MAINTENANCE RECORDS AND FORMS

NOTE: Show VGT #12

NOTE: Inform students that the following are ULLS generated records and forms:

a. AWCMF 452 (Service Schedule)

b. DA Form 5988-E (Equipment Maintenance and Inspection Worksheet)

c. DA Form 5990-E (Maintenance Request)

d. DA Form 5989-E (Maintenance Request Register)

e. DA Form 5991-E (Oil Analysis Request)

NOTE: Inform students that the following are manual records and forms that are still being used if the unit is not automated with the ULLS.

NOTE: Show VGT #13

f. DD Form 314 (Preventive Maintenance Schedule and Record)

g. DA Form 2402 (Exchange Tag)

h. DA Form 2404 (Equipment Inspection And Maintenance Worksheet)

i. DA Form 2408-14 (Uncorrected Fault Record)

4. Purpose and Procedures for Maintaining, Closing Out, and the Disposition of Maintenance Records and Forms

a. AWCMF 452 (Service Schedule)

NOTE: Refer students to DA Pam 738-750, page 152, Section 12-4.

(1) Purpose

The service schedule provides the information which was on the front side of the DD Form 314 (Preventive Maintenance Schedule and Record).

(2) Maintain

(a) It is maintained by the TAMMS clerk.

(b) The form provides a hard copy that shows the services by admin number, DODAAC, date range, or for an NSN.

(3) Close Out

It does not close out, but provides the commander a printout of scheduled services either due or completed.

WWW.SURVIVALEBOOKS.COM

(4) Disposition

No disposition is required under ULLS.

b. DA Form 5988-E (Equipment Maintenance and Inspection Worksheet)

NOTE: Refer students to DA Pam 738-750, page 151, Section 12-2 (b).

(1) Purpose and use

(a) The DA Form 5988-E records faults found during an inspection.

(b) Faults include PMCS, maintenance activity inspections, diagnostic checks, and spot checks.

(c) It records results of technical inspections on equipment.

(d) It records Battle Damage Assessment and Repair (BDAR).

(2) Disposition

(a) It will be kept in the equipment records folder or in a protective cover until it is no longer needed: for example, upon updating the ULLS and generating a new listing.

(b) After faults found during an operator's or crew's PMCS are listed, the DA Form 5988-E goes to the maintenance supervisor for action. The maintenance section leaders review the form prior to its destruction to ensure all actions have been taken or recorded within the ULLS.

(c) When used for scheduled services, it will be kept on file for quality control until the next service is performed.

(d) When used for technical inspections, it will stay with the item until all maintenance is performed.

(e) Input the most serious fault(s), that must be fixed at support maintenance to DA Form 5990-E (Automated), and attach the worksheet to the DA Form 5990-E (Automated).

(f) Faults that cannot be fixed or must be deferred will be annotated on the worksheet and updated through the maintenance fault update process.

(g) When there is an NMC deficiency on the worksheet, keep the worksheet until the deficiency has been input through maintenance fault update process or repaired. This includes the worksheet on equipment sent to support maintenance.

(h) When parts are installed, it enables the user to install parts that have been received either by admin number or document number. It updates the DCR.

WWW.SURVIVALEBOOKS.COM

(i) "Services performed" enables the user to enter data on services and tests performed on the equipment. This process will update the service due file, the EDF, and the component data file.

(j) When services are performed, the system will automatically schedule the next service due. However, the user must calculate and enter the next special service, lube, and AOAP due date. These service types and dates are written to the dispatch printouts and listed under service due date.

c. DA Form 5990-E (Maintenance Request)

NOTE: Refer students to DA Pam 738-750, page 154, Section 12-12.

(1) This form serves as a request for maintenance support.

(2) ULLS is the automated version of the DA Form 2407. Two hard copies of the DA Form 5990-E are generated by ULLS for delivery with the equipment to the support maintenance activity.

(3) Requests for support maintenance, to include:

(a) Repairs not authorized by unit level.

(b) Application of Modification Work Orders (MWOs).

(c) Fabrication or assembly of items.

(4) Reports work on DA directed items under an approved sampling plan. AR 750-1 governs this program.

(5) Initiates work requests that may become warranty claim actions.

(6) Shows all maintenance done on nontactical wheeled vehicles, and tactical vehicles used as general purpose and passenger carrying vehicles.

(6) Requests an ECOD or technical inspection to classify the serviceability/repairability of an item before turn-in for replacement.

(7) The following is the disposition for the DA Form 5990-E:

(a) Receipt copy (one): The first automated hard copy is used for accountability purposes and then destroyed when equipment is returned to the unit.

(b) Control copy (two): The second automated hard copy is stapled to a blank DA Form 2407 or 2407-1 by the support activity.

(c) Organization copy (three): With ULLS automation, this copy is replaced by the SAMS-1 work order (WO) Detail Report, PCN AHN-018, which will be printed for the ULLS unit once the work request is closed.

WWW.SURVIVALEBOOKS.COM

(d) File copy (four): With the ULLS automation, this copy is replaced by the number two "control copy" once the work order is closed. The unit will keep this copy for 90 days after the equipment is fixed.

d. DA Form 5989-E (Maintenance Request Register)

NOTE: Refer students to DA Pam 738-750, page 171.

(1) Purpose and use

(a) The DA Form 5989-E replaces the DA Form 2405.

(b) The listing is printed as required.

(c) It provides a list of all Organizational Work Order Numbers (ORGWON) maintenance requests forwarded to support units.

(2) Disposition

Dispose of the form when it is no longer needed.

e. DA Form 5991-E (Oil Analysis Request)

NOTE: Refer students to DA Pam 738-750, page 166.

Purpose and use

(a) The printout replaces the requirement to manually prepare an Oil Analysis Request, DD Form 2026.

(b) Information input in the dispatch return process, such as miles/hours since last overhaul, equipment and component usage, and oil added, is automatically written to the oil analysis request.

(c) The oil since last sample is automatically reset to 0 after the oil analysis request is produced.

(d) The miles/hours since oil change is automatically reset to 0 when the "oil change only" or "scheduled service and oil change only" suboption is selected from services performed option.

NOTE: Inform students that the following records and forms are manual and are used if the unit is not automated.

f. DD Form 314 (Preventive Maintenance Schedule and Record)

NOTE: Refer students to DA Pam 738-750, page 17.

NOTE: Inform students that the DD Form 314 can still be used for load testing equipment, i.e., jack-stands and calibrations on special tools.

WWW.SURVIVALEBOOKS.COM

MANAGE MAINTENANCE RECORDS AND FORMS

(1) Purpose

(a) Record of scheduled and performed unit maintenance to include lubrication services

(b) Tracks not mission capable time

(c) Schedules periodic services on equipment, to include components in a system or subsystem

(d) Schedules all non operator services, one service in advance

(e) Symbols are used to show type of service scheduled

(f) You may not always be able to pull a service when it is scheduled. You are given a ten percent variance before or after the schedule of days, miles, or hours.

(g) Lubrications vary when the LO requires a lube; by hours, miles, or kilometers only.

(h) It shows NMC days on equipment reported under AR 700-138.

(i) NMC time is kept only when the equipment has a deficiency defined as not mission capable in the PMCS "not mission capable if" column.

(j) Deficiencies not covered by the PMCS "not mission capable if" column or equivalent will carry a status symbol X or circled X, but NMC time will not be counted for those deficiencies.

(k) Support maintenance will inform you which or how many days were NMCM/NMCS on the DA Form 2407 or the printout. NMC time on equipment still in support maintenance at the end of a report period will be provided to the owning unit by telephone or other local means.

(l) When equipment is loaned to another unit or activity, a copy of the DD Form 314 will go with the equipment. The borrowing unit will tell the owning unit about any NMCM/NMCS time on the equipment.

(m) Scheduling oil samples on the DD Form 314 is optional. When the oil laboratory gives you a printout, it lists when the next sample is due.

(n) The DD Form 314 is not used for:

1) Periodic services designated for the operator or crew.

2) Showing oil samples taken.

3) Training aids and devices (equipment used ONLY for training).

4) Equipment provided with an ADP printout or automated forms that lists DD Form 314 data.

WWW.SURVIVALEBOOKS.COM

(2) Disposition

(a) The DD Form 314 is used for one year for equipment reported under AR 700-138. It can be used for two years on non reportable equipment.

(b) Destroy the completed form after transferring needed information to the new form.

(c) The current DD Form 314 will go with the equipment when it is transferred. However, the losing unit will keep a record of NMCM/NMCS time for the current report period up to the day the equipment was dropped from the property book. The gaining unit reports the equipment's NMC time after the item is added to their property book.

(d) Destroy the DD Form 314 when the equipment is sent to salvage. However, the losing unit will keep a record of NMCM/NMCS time for the current report period.

g. DA Form 2402 (Exchange Tag)

NOTE: Refer students to DA Pam 738-750, page 16.

(1) Purpose

Serves as an identification tag

(2) Uses

(a) To identify items held for warranty claims

(b) To identify other items as needed

(c) As a receipt for Test, Measurement, and Diagnostic Equipment (TMDE) items needing calibration

(3) Maintain

(a) Has four copies, and is handled as follows:

1) Copy one is normally used as a receipt for the unit.

2) Copy two is a receipt for the battalion level, except for warranty claim items.

3) Copy three serves as a receipt for support units.

4) Copy four stays with the item until it is repaired and issued. After repair is done, the tag identifies the item as fixed.

(b) Depending on the item, repair needed, and level of work, not all copies may be needed.

(4) Disposition

(a) Destroy the DA Form 2402 when the part or component it applies to is installed or disposed of.

WWW.SURVIVALEBOOKS.COM

(b) After the action is completed, destroy copies used as a receipt.

(c) When the DA Form 2402 identifies a warranty claim or SF Form 368 (Product Quality Deficiency Report) exhibit, the DA Form 2402 stays on the exhibit until the item is no longer needed.

h. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)

NOTE: Refer students to DA Pam 738-750, page 19.

NOTE: Inform students the DA Form 2404 is replaced by the automated DA Form 5988-E, under ULLS.

(1) Purpose

The DA From 2404 has three major purposes and is the central record for managing and controlling maintenance.

1) It is a record of faults found during an inspection. These faults include PMCS, maintenance activity inspections, diagnostic checks, and spot checks, except as noted.

2) It shows faults and repairs required for estimated cost of damaged reports.

3) It shows Battlefield Damage and Assessment and Repair (BDAR) performed.

(2) Use

(a) The DA Form 2404 will be used by personnel performing inspections, maintenance services, diagnostic checks, technical evaluations, and PMCS.

(b) It will be used to list faults that operators or crews cannot fix, and list parts replaced.

(c) It will be used by unit maintenance personnel to check during periodic services. listing all faults found and action taken to fix faults. When used to inspect several like items, the DA Form 2404 will list all deficiencies, shortcomings, and corrective actions taken.

(3) Disposition

(a) The DA Form 2404 will be kept in the equipment records folder or in a protected cover until it is completed if no faults have been found. If faults are found during an operator's or crew's PMCS, it will be given to the maintenance supervisor for action.

(b) Maintenance section leaders will review the DA Form 2404 prior to its destruction to ensure all corrective actions have been completed.

i. DA Form 2408-14 (Uncorrected Fault Record)

NOTE: Refer students to DA Pam 738-750, page 23, and during the discussion, refer them to Figure 3-23.

WWW.SURVIVALEBOOKS.COM

MANAGE MAINTENANCE RECORDS AND FORMS

WWW.SURVIVALEBOOKS.COM

MANAGE MAINTENANCE RECORDS AND FORMS

NOTE: Inform students that under ULLS, the DA Form 2408-14 is incorporated in the automated DA Form 5988-E.

(1) Purpose/use

(a) The DA Form 2408-14 is a record of uncorrected faults and deferred maintenance actions on equipment.

(b) It serves as a record of uncorrected faults and deferred maintenance. That is, authorized delay for maintenance actions.

(c) Deferred or delayed maintenance can affect operation of the equipment, mission performance, and safety.

(d) The commander, or the commander's designated representative, will determine when a fault will be transcribed to DA Form 2408-14.

(e) Faults not requiring parts, or faults for which parts are on hand, will be corrected without delay per AR 750-1.

(f) Status symbol "X" faults will not be entered on DA Form 2408-14.

(g) The DA Form 2408-14 will be kept on any item or group of items that has an open deferred maintenance action.

(h) This form is not required when an automated system provides you with a list, or printout of deferred maintenance and uncorrected faults, that includes all elements on the DA Form 2408-14.

(2) Maintain

(a) Maintenance status symbol Horizontal Dash (-) and Diagonal Slash (/) faults will be annotated on the DA Form 2408-14.

(b) When a deferred maintenance action exists on an item of equipment, the DA Form 2408-14 will be with the equipment when the equipment is undergoing maintenance, on dispatch, under operation, or undergoing service or inspection.

(c) Separate forms are not required for items (except reportable subsystems) like rifles, protective masks, and M11 decons, when one DA Form 2404 has been used to inspect and record the status of those items. A single form may be used to show deferred faults on such items as long as each fault entry is preceded in column b by the item's administration or serial number.

(d) Operators or crew will check the form before each dispatch. Look for faults that may affect the mission and faults that are overdue for repair.

(e) Maintenance supervisors and section leaders (platoon) will review the forms periodically (not less than every two weeks). Check on the status of parts on order. Look for any faults that have been fixed, but not closed out. Check for any faults overdue for repair.

WWW.SURVIVALEBOOKS.COM

(f) This form will be kept in the equipment records folder or in a protective cover when a deferred maintenance action or uncorrected fault exists on the item of equipment.

(g) Do not start a DA Form 2408-14 until there is an uncorrected equipment fault that cannot be corrected due to lack of repair parts or deferred action.

(h) A second copy of the DA Form 2408-14 may be kept at a designated location if required, for maintenance supervisors or section leaders.

(3) Disposition

Destroy the DA Form 2408-14 after the form has been filled up and all the faults have been fixed or moved to a new DA Form 2408-14.

5. Review

Determine if students have learned the material presented by:

(1) Soliciting student questions and explanations.

(2) Asking questions and receiving answers from the students.

(3) Correcting student misunderstandings.

Learning Activity #2: Conduct a practical exercise on generating, maintaining, closing out, and the disposition of maintenance records and forms using the ULLS-G.

	AC	RC
Method of instruction:	PE1	PE1
Instructor-to-student ratio:	1:4	1:4
Time of instruction:	3.0	3.0
Media:	Student guides, ULLS-G	Student guides, ULLS-G

---

1. Practical Exercise Instructions

a. Give detailed instructions on what is expected during the practical exercise IAW Appendix B.

b. Ensure students have required materials and references IAW Appendix B.

c. Clarify students' questions.

d. Conduct the practical exercise IAW Appendix B.

e. Check on students' progress and provide assistance as necessary throughout the exercise.

WWW.SURVIVALEBOOKS.COM

f. Ensure students complete the practical exercise within the allotted time.

g. Provide solutions to the practical exercise.

2. Review

Determine if students have learned the material presented by:

(1) Soliciting student questions and explanations.

(2) Asking questions and receiving answers from the students.

(3) Correcting student misunderstandings.